

## Checklist for CTE certification

<b>Section 1:</b> The candidate will have met the requirements for being eligible for a conditional certificate as outlined in Chapter 115 (see “Requirements for all Pathways” on the following pages).
<b>Section 2:</b> The candidate must be hired by a school district and the Certification Office must receive an affidavit of employment before the actual certificate is issued. Once issued, it will be valid for that school year and expire the following July 1st. (See Attachment)
<b>Conditional</b>
<b>Section A: background check</b>
Criminal history record check approval – fingerprinting requirement
<b>Section B: basic required coursework</b>
Teaching exceptional students in the regular classroom
CTE Orientation course
<b>Section C: Core Academic Skills for Educators/PRAXIS I</b>
Reading            Test: #5712    Score    153
Writing            Test: #5722    Score    156
Mathematics    Test: #5732    Score    147
Composite

(New Regulation Effective 5.14.14)

### 3.1 Endorsement: Secondary Career and Technical Education Teacher

- A. **Function:** This endorsement on a teacher certificate allows the holder to teach career and technical subjects, grades 9 through 12 at career and technical centers, at career and technical regions, or at a career and technical satellite program in one or more of the available Maine career and technical endorsement areas listed:

879 Agricultural Mechanics	840 Graphic Print Commercial
870 Agricultural Production	843 Heat Air Conditioning & Refrigeration*
895 Allied Health *	897 Home Health Aide
851 Architectural Drafting	872 Horticulture General
805 Automotive Mechanics	849 Law Enforcement
808 Automotive Body Repair	830 Machine Tool Operator/Shop
816 Brick Block Stone Mason	811 Marine Maintenance
838 Building Maintenance	880 Marketing & Distribution
898 Business Administrator Management	833 Metal Fabrication
810 Carpentry	896 Nursing Assistant *
893 Child Care Guidance	874 Parks & Recreation
860 Coop Industrial Training	847 Plumbing *
885 Commercial Art	831 Precision Metal General
861 Commercial Fishing	837 Precision Metal Other
824 Computer Console Operator	873 Renewable Natural Resources
823 Computer Information Services	862 Sailors & Deck Hands
809 Diesel Engine Mechanic	835 Sheet Metal
852 Drafting General	813 Small Engine Repair
825 Electrical Electronics	806 Truck/Bus Driving *
820 Electrician *	807 Vehicle Equipment Operator
803 Firefighter/EMT	899 Ward Clerk
891 Food Production Management	836 Weld/Blaze/Solder
871 Forestry Product/Procedures	925 Fine Arts – Music/Theater/Dance
	926 Fine Arts – Visual Arts

\* Requires appropriate Maine licenses.

Additional endorsements shall be added to this list without further rule-making proceedings as new trade areas are added to the Classification of Instructional Programs promulgated by the National Center for Education Statistics in the Office of Educational Research and Improvement in the U.S. Department of Education.

- B. Eligibility: Applicants shall meet eligibility requirements specified in Part I. In addition, eligibility for this endorsement shall be established by one of five pathways. Individuals who are not eligible through any of these pathways may be eligible for a conditional certificate, in accordance with Section 3.1.B.7, below, and Part I Section 5.4 of this rule.

### 1. Requirements for all Pathways:

- (a) Where applicable, hold a valid Maine certificate or license as required by State law or rule to practice the craft or trade to be taught; and
- (b) Hold an industry recognized credential or passed an industry-related assessment in the endorsement area for which a license or credential is not available; and
- (c) For each endorsement, completed a minimum of one year of paid applied employment or teaching in the endorsement area during the five years preceding the initial application; and
- (d) Completed an approved course for “Teaching Exceptional Students in the Regular Classroom” during the first year of the conditional certificate; and
- (e) Met the cut score on the Basic Skills Test in reading, writing, and mathematics, in accordance with Maine Department of Education Regulation 13; and
- (f) Provided demonstration of pedagogical knowledge and skills at the secondary Career and Technical Education level through one of the following:
  - 1. Passed a pedagogical knowledge and skills assessment within the first full year of employment in accordance with Maine Department of Education Regulation 13\*
  - OR
  - 2. During the three conditional certificates, complete a sequence of four approved pedagogical courses from an accredited institution. The courses will cover:
    - Curriculum and Instruction,
    - Assessment,
    - CTE Shop Safety and Classroom/Lab Management, and
    - Literacy in CTE.

\* Applicants issued a certificate in any CTE endorsement area must meet the course requirements outlined in section f.2 above beginning September 1, 2015.

All applicants who have continuously held a conditional certificate initially issued prior to August 31, 2015 may meet the requirement outlined in section f above through either f.1 or f.2.

- (g) Completed within the first year of teaching an approved “CTE orientation” program
- (h) Satisfied one of the following five routes by documenting that one of the following combinations of learning, paid applied employment, or teaching in the endorsement area has been completed.

2. Endorsement Eligibility Pathway 1

- (a) Earned a bachelor's degree from an accredited institution, in accordance with Part I Section 4.4 of this rule, with a minimum of 24 semester hours specifically applicable to the endorsement area; and
- (b) Completed a minimum of 24 months (4,000 hours) of paid applied employment or teaching in the endorsement area being sought.

3. Endorsement Eligibility Pathway 2

- (a) Completed an apprenticeship registered with either the Maine State Apprenticeship and Training Council, a similar agency within this State or from another State, or the Federal Bureau of Apprenticeship and Training; and
- (b) Completed a minimum of 36 months (6,000 hours) of paid applied employment or teaching in the endorsement area being sought.

4. Endorsement Eligibility Pathway 3

- (a) Completed a two-year degree or certificate in the endorsement area from a technical institution accredited in accordance with Part I Section 4.4 of this rule or an institution accredited by the National Association of Career and Technical Schools; and
- (b) Completed a minimum of 36 months (6,000 hours) of paid applied employment or teaching in the endorsement area being sought.

5. Endorsement Eligibility Pathway 4

- (a) Earned a high school diploma or GED;
- (b) Completed a minimum of 24 semester hours directly related to the endorsement area from an accredited college or university, in accordance with Part I Section 4.4 of this rule. Courses offered by industry or the armed forces may be evaluated by the Commissioner for appropriate crediting under this subparagraph; and
- (c) Completed a minimum of 48 months (8,000 hours) of paid applied employment or teaching in the endorsement area being sought.

6. Endorsement Eligibility Pathway 5

- (a) Earned a high school diploma or GED;
- (b) Completed a minimum of 36 months (6,000 hours) of paid experience learning the trade or craft for which the endorsement is sought; and
- (c) Completed a minimum of an additional 36 months (6,000 hours) of paid applied employment or teaching in the endorsement area being sought.

7. Conditional Certificate for this Endorsement

An applicant who satisfies the requirements set forth in Sections 3.1.B.2, 3.1.B.3, 3.1.B.4, 3.1.B.5, or 3.1.B.6, above, may obtain a conditional certificate while working toward the requirements of Section 3.1.B.1, above.